



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

June 17, 2011

Board of Supervisors  
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First District

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Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

## RENTAL OF SELF STORAGE UNITS

The Chief Executive Office (CEO), Real Estate Division has been informed by the Auditor-Controller that an audit of a County department has identified several rental contracts for small storage units in a local self-storage facility. The department has rented the facility storage units for several years under month-to-month rental agreements executed by departmental staff.

County Counsel has opined that rental of the storage units are subject to Government Code Section 25350.51, whereunder only the Chief Administrative Officer is authorized to lease or amend existing leases or real property for use by county departments for a term not to exceed three years and for a rental not to exceed \$7,500.00 per month and to amend real property leases for improvement or alterations, or both, with a total cost not to exceed \$7,500.00 provided that the amendment does not extend the term of the lease and that no more than two amendments, not to exceed \$7,500.00 each, are made within a 12-month period.

Accordingly, we are directing all departments to submit a completed Space Request to the CEO if your department is currently renting any self-storage space or contemplates doing so in the near future. Upon approval of the Space Request, the CEO, Real Estate Division will process a rental agreement for Board approval or the Chief Executive Officer approval pursuant to the authority provided in Government Code Section 25350.51 and County Code 2.08.163 – Leasing of Property.

If you have any questions regarding this directive, please contact Carlos E. Marquez, Lease Acquisition Manager, at (213) 974-4163. We look forward to your cooperation in this matter.

WTF:RLR  
CEM:ls

c: Auditor-Controller  
County Counsel  
All Administrative Deputies

Rental-StorageUnits-DeptHeads.mem

*"To Enrich Lives Through Effective And Caring Service"*

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